

Administration

General Administration
Policies

**Laboratory/Campus
R&D Program**

POLICY:

- .01 The campuses of the University of California (UC) are a valuable source of scientific and engineering expertise that is readily available to the Laboratory. The Laboratory encourages utilization of outstanding UC students and faculty to strengthen and support Laboratory programs.

DEFINITION:

- .02 A Laboratory/Campus R&D Program (LCRDP) is an internal administrative agreement whereby the Laboratory sponsors R&D work at a University of California Campus in exchange for the product of that work. The LCRDP is designed to widen collaborative opportunities to include unclassified basic and applied research conducted by faculty and students on the campuses. In so doing, the LCRDP further strengthens Laboratory basic and applied programs. Of special interest is support of graduate student thesis work.

**PROGRAM TERMS AND
CONDITIONS:**

- .03 The purpose of an LCRDP is to fund basic or applied R&D that is to be performed at a UC Campus and that is of programmatic interest to the Laboratory. An LCRDP is not a grant, fellowship, scholarship, or philanthropic award. It is work performed by UC Campus personnel under the prime contract between the Department of Energy (DOE) and UC. However, because the work is performed by UC personnel using UC facilities, not all of the terms and conditions of the contract are directly applicable.

Cost Recovery

- .04 The UC campuses normally require recovery of the full cost of performing work for others. Direct and indirect costs associated with activities funded through an LCRDP are charged to the requesting Laboratory organization at rates set by the campus, but not greater than those charged to other funding agencies for similar activities.

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| Use of Allocated Funds | .05 | Funds allocated by the Laboratory may not be used for the following purposes:

Contributions or donations,

Entertainment,

Lobbying,

Social or dining club memberships,

Alcoholic beverages,

Advertising. |
| Patents and Copyrights | .06 | Rights in inventions, software, or technical data generated under an LCRDP are determined in accordance with the laws and contractual obligations applicable to the University of California. |
| Environment, Safety, & Health (ES&H) | .07 | Activities conducted at campus locations are governed by the ES&H policies of the campus and by the laws and regulations that pertain to that campus. |
| Classified and Controlled Information | .08 | DOE and Laboratory requirements for classified, export-controlled, or other types of controlled information apply, to the extent such information is generated by or delivered to campus personnel. |
| Personnel Policies | .09 | UC campus personnel performing Laboratory-funded work are governed by the personnel policies of the campus where they are employed. |
| Travel | .10 | Laboratory policies governing travel by subcontractors apply to travel by UC campus personnel if the travel is funded by an LCRDP. |
| Property Management | .11 | Acquisitions of property required by a campus for the performance of work under an LCRDP may be made as follows:

Campuses may purchase expense items directly. |

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The Laboratory will purchase capital equipment, sensitive property, and administratively controlled property for use by a campus. Such purchases are made by a Purchase Request submitted to the Laboratory by the campus and are subject to Laboratory funding and approval. Equipment purchased in this manner will be assigned to the funding Laboratory organization for accountability purposes and will be subject to applicable Laboratory inventory, accounting, and disposal procedures.

Property may be transferred to a campus under standard Laboratory property loan procedures.

PROPOSAL RESPONSIBILITIES:

Requester

- .12 The requester is responsible for submitting a memorandum requesting UC campus support through the appropriate Laboratory Associate Director and the designated Associate Director at Large (adal) to the Major Contracts Group (MAT-7). The request should include the following:

A description of the work to be performed.

An assessment of the capabilities of campus personnel to perform the intended work. This assessment must address the availability of unique or special equipment or facilities, if appropriate.

The names of the Principal Investigator and any other UC personnel who will perform the work, including their organizational affiliations and titles.

An authorization from OS-6 indicating that no classified or other sensitive information is likely to be generated or delivered in the course of the work.

Concurrence from HSE-DO that the work is appropriate for assignment to the UC campus.

The funding available, the period of time over which the funding will be available and the program and cost codes to be charged.

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A breakdown, if known, of the costs expected to be incurred, such as salaries, travel, materials, services and equipment.

Major Contracts Group

- .13 Upon receipt of a properly approved proposal, the Major Contracts Group (MAT-7) coordinates the preparation of a campus budget proposal with the Principal Investigator and the Contracts and Grants representative of the campus. Once the campus budget proposal has been received, MAT-7 coordinates a technical evaluation of the budget proposal by the Laboratory requester. Upon approval of the proposal, a Memorandum Request is issued by MAT-7 to the Contracts and Grants office of the recipient campus. The Memorandum Request is entered into the Laboratory's commitment system.

Special Approvals

- .14 LCRDPs involving more than \$250,000 in any single transaction require specific DOE approval.

QUESTIONS:

- .15 Questions about LCRDPs should be directed to MAT-7.